

MICHIGAN DEPARTMENT OF CORRECTIONS <b>POLICY DIRECTIVE</b> SUBJECT <b>TRAINING COMMITTEES</b>	EFFECTIVE DATE 12/01/2001	NUMBER 02.05.102
	SUPERSEDES 02.05.102 (05/11/92)	
	AUTHORITY MCL 791.203	
	ACA STANDARDS 3-3072; 3-3076; 3-3078; 3-4072 through 4074; 2-CO-1D-01; 2-CO-1D-03; 3-ACRS-ID-01 through 03; 1-ABC-1D-01 through 03	
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**POLICY STATEMENT:**

Training committees shall assist in the development and evaluation of Department training programs as set forth in this policy.

**POLICY:**

- A. Each Corrections Facilities Administration (CFA) Warden shall establish at least one training committee comprised of members representative of their employees, including at least one representative of each collective bargaining unit representing their employees as designated by the collective bargaining unit. The Deputy Director of Field Operations Administration (FOA) shall establish at least one training committee comprised of members representative of FOA field and facility employees, including at least one representative of each collective bargaining unit representing those employees as designated by the collective bargaining unit. The CFA Institutional Training Officer or an FOA Regional Training Coordinator, as appropriate, shall chair the committees.
- B. Central Office also shall have at least one training committee. Each Executive Policy Team member shall designate members of the committee who are representative of employees under his/her supervision, including at least one representative of each collective bargaining unit represented by those employees as designated by the collective bargaining unit. The Training Coordinator for Central Office shall chair the committee.
- C. The Director may appoint additional training committees to address specific training issues within the Department (e.g., PA 415 training). The responsibilities of those committees, including reporting requirements, shall be determined by the Director.
- D. Training committees established pursuant to Paragraph A or B are responsible for recommending changes to the training programs offered by the Office of Training and Recruitment, Bureau of Human Resources (BHR), except for those training issues for which the Director has appointed a special committee pursuant to Paragraph C.
- E. Each training committee established pursuant to Paragraph A or B shall meet at least quarterly during regularly scheduled work hours. Attendance at the meeting shall be considered part of an employee's assigned duties; appropriate relief and release time will be provided for members to attend the meetings. Attendance at meetings shall not result in the accrual of overtime or compensatory leave credits. Minutes of each training committee meeting shall be posted at work sites represented by the committee. In CFA, copies of the minutes shall be submitted to the appropriate Warden.
- F. The chair of the Central Office training committee shall submit an annual report summarizing the committee's recommendations for new training or changes in existing training to the Director by December 15th of each year unless otherwise directed by the Administrator of the Office of Training and Recruitment. Each Warden and the chair of each FOA training committee shall submit their annual report summarizing such recommendations to the CFA or FOA Deputy Director, as appropriate, by December 1st of each year unless otherwise directed by the Administrator of the Office of Training and Recruitment. The CFA and FOA Deputy Directors shall forward those recommendations which they support to the Director by December 15th, unless otherwise directed by the Administrator of the Office

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of Training and Recruitment. Recommendations specific to the provision of health care services or Michigan States Industries also shall be forwarded to the Administrator of the Bureau of Health Care Services or Michigan State Industries, as appropriate.

- G. The recommendations supported by the Director shall be forwarded to the Administrator of the Office of Training and Recruitment by February 1st of each year. The Administrator of the Office of Training and Recruitment shall incorporate the recommendations, as appropriate, in Department training programs.

#### AUDIT ELEMENTS

- H. A Primary Audit Elements List has been developed and will be provided to Wardens, the CFA and FOA Deputy Directors and the Administrator of the Office of Training and Recruitment to assist with self audit of this policy, pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

BM:OPH:11/28/01